

NOTICE REGARDING ABILITY TO PRACTICE

Issuance of EMS certification by the Virginia Office of EMS only verifies the individual's successful completion of the minimum state training standards for the level indicated. Certification alone does not indicate the individual's ability or authority to perform any specific job tasks or functions. It is the responsibility of the organization that is utilizing the certificate holder's training to determine the certificate holder's ability to perform any specific job tasks or functions.

WHEN AFFILIATED ORGANIZATION IS A LICENSED EMS AGENCY:

Performance of ANY invasive medical procedure in the field including but not limited to intravenous cannulation, medication administration, EMT - Basic defibrillation, intubation and/or surgical airway procedures by any provider, IS ONLY PERMITTED while acting under authority of a state licensed EMS agency AND, as permitted by the licensed physician serving as the Operational Medical Director for that agency.

WHEN NOT AFFILIATED WITH A LICENSED EMS AGENCY:

The licensure regulations of the Virginia Office of EMS do not authorize state certified providers to practice in any non-EMS agency based medical setting (such as: hospitals, clinics, home care services, etc.). Any such medical practice is strictly limited to those procedures specifically permitted under the licensure authority of the supervising physician. The field practice of medical procedures by individuals who are not affiliated with a Virginia Licensed EMS Agency are limited to the provision of basic "first-aid" techniques.

**RECERTIFICATION RECORD BOOKLET FOR
EMERGENCY MEDICAL TECHNICIAN - BASIC**

RECERTIFICATION

This recertification record book is designed to provide you with an understanding of the requirements to recertify as an Emergency Medical Technician-Basic. This booklet also provides a convenient place for you to keep a duplicate personal record of all continuing education classes you attend during your current certification period.

Your current Emergency Medical Technician-Basic certification is valid for a period of four (4) years; the expiration date of your certification is shown on both the large certificate and the pocket card you received. Please review your certification documents for accuracy and remember your expiration date for future reference. You should keep the larger certificate portion in a safe place as proof of your achievement.

In order to recertify in Virginia as an Emergency Medical Technician-Basic, you must complete all the state requirements before your expiration date to remain certified. These requirements include: **(1)** Earn the number and type of continuing education credits required at this certification level. **(2)** Report your completion of each class or multimedia program to the Office of EMS using the appropriate forms or computerized scancards, and **(3)** Submit a completed VIRGINIA EMS CERTIFICATION APPLICATION to the Office of EMS, as required. (The specific procedures for submission of these documents are listed in another section of this booklet.)

COMPUTERIZED CONTINUING EDUCATION REPORTS

During your certification period the Office of EMS will keep track of all continuing education scancards you submit. You will be sent a computerized Continuing Education Report. When you receive your Continuing Education Report, you should immediately review it for accuracy by comparing it to your records in this booklet. If a submitted item is missing, or you find an error on your report, contact your instructor or the Office of EMS immediately to report the problem. **Do not wait until your expiration date is near to report CE problems, as your recertification could be delayed.**

RE-ENTRY

If you fail to complete the recertification process before your expiration date, your certification will lapse and you will not be authorized to perform any function which requires Emergency Medical Technician-Basic certification. In Virginia, you are automatically allowed a Re-entry period of two full years from your expiration date to complete your continuing education requirements and be issued a new certification. During this two-year period you only have to earn the continuing education credits currently needed to recertify that you did not earn prior to expiration. Note: If the state hour requirements have changed since your expiration date you will need to meet the requirements in place when you wish to regain certification.

Please be aware that all continuing education credits must be earned, any required state testing must be completed and a new certification has to be issued by the Office of EMS before the end of this two-year period. No additional time is allowed beyond the two-year Re-entry period to complete any classes, tests or retests to regain certification. Once your two-year Re-entry period has passed, you must complete the entire Emergency Medical Technician-Basic course to regain certification at this level.

DOCUMENTATION OF CONTINUING EDUCATION COMPLETED

All continuing education classes or multimedia programs (approved magazine articles or videotape programs) must be submitted for credit using a state computerized scancard. In most classroom situations your instructor will have you complete these cards and will submit them to the Office of EMS for you. Completion of these scancards requires unique course and topic numbers, which the Office of EMS assigns for each approved training program.

For magazine articles and videotapes, the Office of EMS can provide you the information needed to complete and submit your own scancard for each program. These programs usually require completion of a short quiz to verify their completion (reading or viewing) which can be answered on a state scancard. You must pass these quizzes with a minimum score of 70% to earn the continuing education credit hours assigned to each program.

You are responsible for making sure your state scancards are completed properly for submission to the Office of EMS. However for security purposes, instructors are encouraged not to reveal the unique course number to their students. Your instructor will complete this section of each scancard before mailing them to the Office of EMS.

GENERAL REQUIREMENTS

In order to recertify, Emergency Medical Technician-Basics must earn a total of Thirty-six (36) hours of continuing education credits. These credits may be earned in either a formal Emergency Medical Technician-Basic Refresher class or by earning the required credits throughout your four (4) year certification period.

After you have earned all of the CE credits required for recertification, the Office of EMS will send you a "RECERTIFICATION ELIGIBILITY NOTICE" letter. Alternately if you attended a formal Emergency Medical Technician-Basic Refresher course, your instructor may provide you with a signed form to document your completion of all recertification requirements. After receiving either of these documents of completion, you are eligible for recertification.

RECERTIFICATION HOUR REQUIREMENTS

There are two (2) categories [types] of continuing education (CE) credits which you must earn in order to recertify as an Emergency Medical Technician-Basic. These categories are referred to as:

Required Topics (Category 1), AND
Approved Topics (Categories 2 and 3).

Emergency Medical Technician-Basics must earn a total of twenty-four (24) hours of Required Topics (Category 1) CE credits and a total of twelve (12) of Approved Topics (Categories 2 and 3) CE credits. (24 hours Required + 12 hours Approved = 36 hours Total CE).

Required Topics (**Category 1**) CE credits can only be earned in classes held with an actual instructor present who is teaching medical subject information which relates directly to the state approved Emergency Medical Technician-Basic curriculum. For Emergency Medical Technician-Basic level providers, these classes must be taught or supervised by a state certified EMT - Instructor who is present at the class and who has been authorized to teach the class by a state approved physician OMD..

Category 1 CE credits may also be used to satisfy any or all of the hours required for Approved CE at all training levels.

Approved Topics programs fall into two separate categories depending upon the type of program you are completing.

Category 2 - Other classroom sessions

Category 3 - Multimedia programs

Category 2 CE credits are awarded for classes which have an actual person teaching a topic which does not have to be part of the state Emergency Medical Technician-Basic curriculum, but is somehow related to the practice of an Emergency Medical Technician-Basic. These classes may include any training class conducted by an EMS agency or other public safety organization which has been approved by the Office of EMS for Approved CE credits.

Category 3 CE credits are awarded for selected multimedia programs which have been reviewed and granted CE credits by the Office of EMS. These programs may include videotapes, magazine articles or interactive computer programs which present material related to the practice of an Emergency Medical Technician-Basic, but do not involve an actual person teaching in a classroom setting. **EMS providers at all training levels may earn up to a maximum of 10 hours of Approved CE credits for recertification from Category 3 topics.**

EMT CATEGORY 1 – REQUIRED TOPICS

DATE						PROGRAM NAME	TOPIC #	Req.CEUs	CE Earned
		-		-		Medical Legal		1 . 0	
		-		-		Infection Control		2 . 0	
		-		-		Airway Management / Prac.		3 . 0	
		-		-		Patient Assessment		3 . 0	
		-		-		Medical Emerg. / Scenarios		4 . 0	
		-		-		AED / Practical		2 . 0	
		-		-		Trauma Emerg. / Scenarios		4 . 0	
		-		-		Infants and Childres		2 . 0	
		-		-		Practical Skills		3 . 0	

Total EMT Cat. 1 CE Required

24.0 hours

EMT CATEGORY 2 – APPROVED TOPICS

DATE	PROGRAM NAME
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TOPIC #

CE Earned

[illegible][illegible][illegible][illegible]

EMT CATEGORY 2 – APPROVED TOPICS

	-		-		
	-		-		
	-		-		
	-		-		
	-		-		
	-		-		

TOPIC #

CE Earned

Maximum EMT Cat. 2 CE needed

12.0 hours

EMT CATEGORY 3 – MULTIMEDIA TOPICS

DATE _____

PROGRAM NAME

TOPIC #

CE Earned

[illegible][illegible][illegible][illegible]

EMT CATEGORY 3 – MULTIMEDIA TOPICS

	-		-		
	-		-		
	-		-		
	-		-		
	-		-		
	-		-		

TOPIC #

CE Earned

Maximum EMT Cat. 3 CE Allowed

10.0 hours

FINAL RECERTIFICATION PROCESS

As the final step to recertify after you have obtained documentation of completion of the CE requirements for Emergency Medical Technician-Basic, you must take the state written recertification examination unless **ALL** of the following rules apply and are met:

- (1)** You are actively affiliated with an EMS agency that is licensed to provide care at the Emergency Medical Technician-Basic level,
- (2)** Your Operational Medical Director(OMD) grants you an EXEMPTION from the state written recert examination after you have met any OMD or agency established criteria. (Such as: Agency testing, call run reviews, etc.)
- (3)** AND you have submitted a completed VIRGINIA EMS CERTIFICATION APPLICATION signed by your Agency OMD to the state Office of EMS.

If these exceptions do not apply, or you choose not to complete any of these items, you **MUST** take the state written examination in order to recertify.

TAKING THE STATE RECERTIFICATION EXAMINATION

If you are taking the state recertification examination, you should contact your regional EMS council or agency training staff to arrange to take the state written exam. State test sites are held at various locations around the state and may include sites where other students are testing for initial or recertification at various training levels.

Please be aware that in some areas there may be a form or application which must be completed to reserve a place for you to test at these sites. Registration to test may require you to make your reservation up to 30 days before the date of the test. To find out which regional EMS council serves your area, contact the Virginia Office of EMS by calling: (800) 523-6019 {in Va. only} or (804) 371-3500.

When you go to a state test site, you must take along your documentation of CE hour completion, a picture ID card, and two #2 pencils. Your EMS council will advise you if it also requires other documents for test site admission. (See General Requirements page #5)

NOTES:

THIS BOOK IS THE PROPERTY OF THE PERSON IDENTIFIED BELOW. IF FOUND PLEASE
RETURN. YOUR COOPERATION IS GREATLY APPRECIATED.

NAME: _____
PLEASE PRINT

ADDRESS: _____
STREET OR ROUTE CITY OR COUNTY

STATE ZIP CODE () -
CONTACT PHONE NUMBER

CERTIFICATION PERIOD STARTING : _____ ENDING : _____

NOTES:

